



DEPARTMENT OF PERSONNEL

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MEMO PERD #36/03

October 17, 2003

TO: Department Directors
Division Administrators

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: Assignment of Agency Coordinators
Sexual Harassment/Discrimination Investigations

As you are aware, we have established a sexual harassment and discrimination investigation unit within the Department of Personnel. In implementing this program, the investigation staff are developing a training course to acquaint agencies with the new sexual harassment and discrimination unit and clarify roles in the investigation process.

To make this training successful, we will need your assistance in identifying individuals who will be assigned the responsibility for obtaining the initial information regarding complaints of sexual harassment or discrimination. Please contact Connie Buda at (775) 684-0119 or email her at connie@dop.nv.gov by October 30, 2003, with the names, titles, addresses and phone numbers of the individuals you've designated to coordinate complaints of sexual harassment and discrimination in your agency. In the near future, the dates, times and locations of the training will be provided to these designees.

Thank you for your assistance. We look forward to assisting you with your sexual harassment and discrimination complaints.

JG:cp

cc Agency Personnel Liaisons
David Badger, Supervisory Personnel Analyst, Department of Personnel
Connie Buda, Administrative Assistant, Department of Personnel